



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

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Proposed Policy Number and Title: 601 Classroom Management (Temporary Emergency/Limited Scope)

Existing Policy Number and Title: 601 Classroom Management

### Approval Process\*

<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input checked="" type="checkbox"/> Revision (LIMITED SCOPE)	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date: December 3, 2016	NOTE: Bundled with Policy 115.

\*See UVU Policy #101 *Policy Governing Policies* for process details.

**Draft Number and Date:** 11/12/2015 TEMPORARY EMERGENCY DRAFT

**President's Council Sponsor:** Jeff Olsen **Ext.** \_\_\_\_\_

**Policy Steward:** Kat Brown/Pilar Hayes **Ext.** \_\_\_\_\_

### POLICY APPROVAL PROCESS DATES

#### Policy Drafting and Revision

Entrance Date: 11/12/2015

#### University Entities Review

Entrance Date: Not applicable

#### University Community Review

Entrance Date: Not applicable

Open Feedback: Not applicable

Close Feedback: Not applicable

#### Board of Trustees Review

Entrance Date: 11/19/2015

Approval Date: \_\_\_\_\_

#### POST APPROVAL PROCESS

Verify:

- ☐ Policy Number
- ☐ Section
- ☐ Title
- ☐ BOT approval
- ☐ Approval date
- ☐ Effective date
- ☐ Proper format of Policy Manual posting
- ☐ TOPS Pipeline and Archives update

**Policy Office personnel who verified and posted this policy to the University Policy Manual**

**Name:** \_\_\_\_\_

**Date posted and verified:** \_\_\_\_\_



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

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<b>POLICY TITLE</b>	Classroom Management	<b>Policy Number</b>	601
<b>Section</b>	Academics	<b>Approval Date</b>	
<b>Subsection</b>	Instruction and Curriculum	<b>Effective Date</b>	
<b>Responsible Office</b>	Academic Affairs		

### 1.0 PURPOSE

**1.1** This policy sets forth university standards and procedures for syllabi, behavior, attendance, emergencies, and accommodations for students with disabilities and course assignment modification requests.

### 2.0 REFERENCES

**2.1** *Rehabilitation Act Amendments of 1973, Section 504*

**2.2** *ADA (Americans with Disabilities Act) Amendments Act of 2008*

**2.3** *Family Educational Rights and Privacy Act (FERPA) §99.3, §99.37*

**2.4** *Utah State Board of Regents' Policy R481 Academic Freedom, Professional Responsibility, and Tenure*

**2.5** *UVU Policy 115 Minors on Campus*

**2.6** *UVU Policy 152 Accommodations for Individuals with Disabilities*

**2.7** *UVU Policy 153 Americans with Disabilities Act (ADA) Grievance Process*

**2.8** *UVU Policy 154 Workplace Violence*

**2.9** *UVU Policy 162 Sexual Misconduct*

**2.10** *UVU Policy 165 Discrimination, Harassment, and Affirmative Action*

**2.11** *UVU Policy 407 Clery Act: Campus Safety and Security.*

**2.12** *UVU Policy 503 Add/Drop/Withdrawals*



**2.13** UVU Policy 523 *Grading*

**2.14** UVU Policy 541 *Student Rights and Responsibilities Code*

**2.15** UVU Policy 602 *Student Athlete Travel and Attendance*

**2.16** UVU Policy 635 *Faculty Rights and Professional Responsibilities*

**2.17** UVU Policy 648 *Faculty Personnel Reduction (Interim Policy)*

### 3.0 DEFINITIONS

**3.1 Approved absences:** Permission for students to be absent from a regularly scheduled class session in order to participate in officially sanctioned university activities, official athletic activities, religious observances, military responsibility, or other obligations or extenuating circumstances.

**3.2 Disruptive behavior:** Any actions that interfere with the faculty member's right or ability to conduct class and/or students' right or ability to learn.

**3.3 Exclusionary behavior:** Any type of behavior in the classroom that compromises a person's right to participate in activities, complete coursework, understand course content, and/or access necessary educational materials.

**3.4 Extenuating circumstances:** Significant emergencies or circumstances deemed applicable by the faculty/department chair including such things as a change in work schedule, a death in the immediate family, or a student's substantial illness or injury that prevents a student from completing the course.

**3.5 Syllabus:** An agreement between faculty and students that communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment to students.

**3.6 Minor:** Any person less than 18 years of age who is not enrolled or accepted for enrollment at the University.

**3.7 Enrolled minor:** Any person less than 18 years of age who is enrolled or accepted for enrollment at the University or who is currently enrolled or dually enrolled in University programs while also enrolled in elementary, middle and/or high school.



## **4.0 POLICY**

### **4.1 Classroom Environment**

**4.1.1** Faculty members are responsible for creating and maintaining an environment that is conducive to teaching and learning. Faculty members shall not permit classroom behavior that interferes with the faculty member's ability to teach and/or the students' ability to learn.

### **4.2 Syllabi**

**4.2.1** Faculty members shall supply a syllabus for each course they teach that clearly communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment. Faculty are free to set appropriate standards for student performance in their courses, subject to institutional standards.

**4.2.2** The syllabus shall include the approved Accessibility Services syllabus statement in each course syllabus (the current statement is available from Accessibility Services).

### **4.3 Convening Class**

**4.3.1** Faculty members shall hold classes as listed in the university class schedule and provide office hours or other appropriate individual consultation for students as established by departmental guidelines. Faculty shall only cancel classes in cases of emergency or extenuating circumstances.

### **4.4 Finals**

**4.4.1** All courses shall have a final exam/assessment (see 5.3.1) that takes place during exam week. Any scheduled final assessment shall take place in the time and space designated in the university course schedule.

**4.4.2** Faculty, within departmental guidelines, shall have the flexibility to determine appropriate methods of final assessment.

### **4.5 Attendance**

**4.5.1** Faculty shall determine student attendance requirements and the method to track student attendance in accordance with federal student financial aid guidelines.

**4.5.2** Students absent from class may be permitted to make up both assignments and examinations when the absence is an approved absence or the absence is the result of an emergency or extenuating circumstance.



#### **4.6 Accommodations for Students with Disabilities**

**4.6.1** Faculty shall provide reasonable and appropriate accommodations as recommended by the Accessibility Services Department for [individuals](#) [students](#) with disabilities [seeking such accommodations](#).

#### **4.7 Course Assignment Modifications**

**4.7.1** Faculty have the authority to establish course content that fulfills and is based upon department/program objectives and criteria. Faculty shall fully and respectfully consider student course assignment modification requests. Faculty need not modify a course assignment when such modification would compromise legitimate course objectives or educational goals. Faculty members shall modify a course assignment when it has no reasonable relationship to the legitimate pedagogical goals of the course or when a denial of the request would be arbitrary, capricious, or illegal, as determined by the procedures in 5.4.

**4.7.2** Students must recognize that their personal disagreement with an idea or theory that is part of the course assignment is not grounds for requesting a course assignment modification. Students must be able to articulate and understand ideas and theories important to the course, regardless of whether or not they agree with the course ideas or theories.

**4.7.3** The University recognizes that students' sincerely-held core beliefs may make it difficult for students to fulfill some requirements of assignments, courses, or majors. The University assumes no obligation to ensure that all students are able to participate in a course or complete a major.

**4.7.4** However, if a student determines that a course assignment or requirement conflicts with his or her sincerely-held core beliefs, the student has the right and responsibility to notify the faculty member of the conflict, to make a reasonable attempt to resolve the matter with the faculty member, and thereafter may make a written course assignment modification request in accordance with the procedures outline herein.

#### **4.8 Emergency Situations in the Classroom**

**4.8.1** In accordance with university practices, faculty shall act to the best of their knowledge and belief in protecting students in an emergency situation.

#### **4.9 Enrolled Minors**

**4.9.1** [Utah Valley University is committed to ensuring the safety and well-being of all minors on campus, including enrolled minors. This section describes the obligations of faculty, staff, and others in working with enrolled minors to provide for the enrolled minors' protection, to fulfill](#)



the University's obligations as mandated by law, and to provide the best possible educational experience for all enrolled minors.

4.9.2 In accordance with the *Family Educational Rights and Privacy Act (FERPA)*, the following student information is designated as directory information:

- 1) Student name
- 2) Electronic mail address
- 3) Photograph
- 4) Date of birth
- 5) Major/field of study
- 6) Grade level
- 7) Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- 8) Dates of attendance

4.9.3 Directory information of enrolled minors may be disclosed to faculty, staff, or other university employees who will have significant interaction with the enrolled minor for the purpose of identifying the student as an enrolled minor.

4.9.4 A parent or eligible student has the right to refuse to let the University designate any or all of these types of information about the student as directory information within 30 days of the minor's acceptance for enrollment at the University by filing written notice with the Office of Academic Affairs.

4.9.5 Faculty members who are notified or become aware that they have enrolled minors in their classes and organizations they supervise or advise, via directory information or otherwise, are expected to exercise sound professional judgment and best practices and to comply with all applicable laws and University policies, including but not limited to applicable provisions of UVU Policy 115 *Minors on Campus*, in their interactions with enrolled minors. Examples of sound professional judgment and best practices include but are not limited to not dating or having a romantic relationship with enrolled minors, avoiding one-on-one meetings behind closed doors with enrolled minors, and not interacting socially or on social media outside of class or UVU organization activities with enrolled minors. In addition, faculty should comply with Policy 162 *Sexual Misconduct* in their interactions with enrolled minors.

4.9.6 In keeping with the University's commitment to the protection of minors, and in compliance with applicable state and federal laws, any faculty, staff, or other employee of Utah Valley University who witnesses or has reasonable cause to suspect any abuse of an enrolled



minor occurring at university facilities or during university-sponsored programs, activities, or courses is required to report such conduct to the University Police Department immediately or other law enforcement agencies as applicable. For the definition of abuse, see UVU Policy 115 *Minors on Campus* and Policy 162 *Sexual Misconduct*.

4.9.7 This policy does not replace the requirements for reporting child abuse or neglect pursuant to state or federal statutory reporting requirements and to otherwise comply with UVU Policy 162 *Sexual Misconduct* and UVU Policy 407 *Clery Act: Campus Safety and Security*.

4.9.8 Failure to comply with this policy, and especially section 4.9, may lead to disciplinary action, up to and including termination.

## 5.0 PROCEDURES

### 5.1 Convening Class

5.1.1 A faculty member unable to convene class shall make arrangements according to departmental practices.

### 5.2 Attendance

5.2.1 Faculty shall supply last date of attendance information to university officials when requested.

5.2.2 Faculty shall arrange appropriate make-up assignments with a student who is absent as a result of participation in officially sanctioned university activities, state and federal obligations, religious observance, or significant emergencies or circumstances deemed applicable by the faculty in accordance with department practice.

5.2.3 If the faculty member denies a student make-up arrangements for an absence, as covered in 5.2.2, the student may make a written appeal to the department chair. The department chair's written response to the student shall take place within two working days. The department chair's decision is final.

### 5.3 Exam Schedule

5.3.1 Final exam/assessment schedules for each semester are published on the University's website. A faculty member may provide an alternate exam time for a student with more than three final exams on the same day. Student shall submit a written request in a timely manner for alternate arrangements.

### 5.4 Course Assignment Modification



**5.4.1** As soon as an assignment or a requirement is posted or made available, it is the student's obligation to determine when course assignments conflict with the student's sincerely-held core beliefs. If there is such a conflict, the student should consider dropping the class. If the student is unable to drop the course, the student and faculty member shall make every effort to resolve the matter informally and respectfully.

**5.4.2** If the student and the faculty member are unable to resolve the matter informally, the student shall give to the faculty member a written and dated assignment modification request. In this written request, the student has the burden to clearly articulate how the course assignment conflicts with his or her sincerely-held core beliefs.

**5.4.3** Faculty shall respond in writing to an assignment modification request within two working days, indicating whether the request was approved or denied. If the faculty member denies the request, he or she shall provide the student with a written explanation for the denial based on the following considerations:

- 1) The importance of the particular assignment to the course;
- 2) The burden on the student's sincerely-held core belief;
- 3) The difficulty of administering a course assignment modification.

The written denial shall include the denial appeal process as laid out in 5.4.5 through 5.4.7. If the faculty member approves the request, then an alternative course assignment will be required of the student making the request. Such alternative course requirements should not be unreasonable, egregious, capricious, irrelevant, or illegal.

**5.4.4** Requests will be individually evaluated in relation to the above considerations; the granting of one such request will not guarantee that all requests will be granted. Because the criteria and requirements in 5.4.3 will apply differently to each instructor and to each assignment in each course, modifications granted by an instructor in one course will not affect decisions by the same instructor in other courses or by other instructors in the same or other courses.

**5.4.5** If a faculty member denies a course assignment modification request, the student may appeal that denial in writing within a reasonable time frame, typically within three working days, to the chair of the department. In consultation with the faculty member, the department chair or his or her designee shall act on the student's appeal within three working days of receipt of the written appeal. If the department chair or his or her designee approves the request, he or she, in consultation with the faculty member, will determine an alternative assignment within three working days.





**5.4.6** If the department chair or his or her designee denies the request, the student may appeal the denial in writing within a reasonable time frame of receipt to the dean of the school or college. The dean or his or her designee, in consultation with the faculty member and the department chair, shall provide a written determination to the student, either granting or denying the appeal, within three working days of receiving the appeal. The dean's decision is final. Lack of response on the part of the chair or dean within the time allotted, barring extenuating circumstances, shall constitute confirmation of the faculty member's decision.

**5.4.7** If the dean or his or her designee approves the request, he or she, in consultation with the faculty member and department chair, shall determine an alternative course assignment within three working days.

### **5.5 Discriminatory, Exclusionary, or Disruptive Behavior**

**5.5.1** Faculty members observing discriminatory, exclusionary, or disruptive behavior follow procedures described in UVU Policy 541 *Student Rights and Responsibilities Code*.

### **5.6 Dangerous Behavior**

**5.6.1** The faculty member has the right to demand and secure the immediate removal of any person from the classroom whenever the faculty member determines, to the best of his or her knowledge or belief, that the person's actions are threatening or dangerous to students or themselves. If the faculty member cannot resolve a disruptive situation, the faculty member may request that the disruptive person(s) leave the classroom. If the disruptive person(s) will not leave voluntarily, the faculty member may call University Police for assistance. The incident shall be reported to the Dean of Students and to the Director of Judicial Affairs in accordance with Policy 541 *Student Rights and Responsibilities Code*.

**5.6.2** If the faculty member determines that there is a threat of imminent danger, the faculty member has the right to declare the class session terminated and leave the classroom and/or take other appropriate action per their best judgment. The faculty member shall report in writing to the department chair any classroom disruption that leads to a class session being terminated. The incident shall be reported to the Dean of Students and to the Director of Judicial Affairs in accordance with Policy 541 *Student Rights and Responsibilities Code*.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity